

REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION

June 3, 2003

79

**FROM:** GARY PENROD, Sheriff  
Sheriff's Department

**SUBJECT:** CLASSIFICATION ACTIONS

**RECOMMENDATION:**

1. Establish the classification Sheriff's Training Supervisor, Supervisory Unit. Establish salary for new classification as R56 (\$44,845 – \$57,242), as a Minute Order Amendment to the Salary Ordinance.
2. Approve the reclassification of position #s 11088, 12019, and 13741 from Sheriff's Training Specialist II, Administrative Services Unit, R51 (\$39,707 - \$50,648), to Sheriff's Training Supervisor, Supervisory Unit, R56 (\$44,845 - \$57,242).

**BACKGROUND INFORMATION:** The Sheriff's Training Academy is a POST (Commission on Peace Officer Standards and Training) approved Regional Training Center that provides Basic Academy Training for peace officer recruits, Advanced Officer Training for current peace officers, driver training at the Emergency Vehicle Operations Center (EVOC), and periodic firearms qualifications at the range facility. Over the past several years, the number of agencies using the Sheriff's Regional Training Center and the POST requirements for both pre-service and in-service training have increased significantly. The resultant growth in responsibilities caused the Academy's management staff to conduct a personnel assessment of existing staff to determine whether positions were classified appropriately for the duties being performed. As a result of the assessment, the Sheriff's Department requested Human Resources conduct a classification study of several positions.

The Academy's training staff is made up of both safety and general classifications. The classification of Sheriff's Training Specialist is a general employee classification that conducts law enforcement training. There are currently two levels of Sheriff's Training Specialist, I and II. There are currently ten regular Sheriff's Training Specialist I positions, twenty-six part-time, recurrent Training Specialist I positions and five Sheriff's Training Specialist II positions assigned to the Sheriff's Training Academy. Sheriff's Training Specialist I's primarily conduct training, prepare lesson plans, and evaluate students' performance. Sheriff's Training Specialist II's review law enforcement training requirements, develop revised training curriculum to meet POST-mandated changes, provide instruction to Sheriff's Training Specialist I's, and maintain master files on all academy instruction.

Page 1 of 2

Record of Action of the Board of Supervisors

79

**BOARD OF SUPERVISORS  
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June 3, 2003

Page 2 of 2

79

Review of the current duties of existing Sheriff's Training Specialist II positions revealed that three of the Sheriff's Training Specialist II positions (one assigned to the Basic Academy and two assigned to EVOC) were performing duties beyond the scope of the Sheriff's Training Specialist II classification. Human Resources conducted a classification study of these three positions and recommended the creation of a Sheriff's Training Supervisor classification.

The Department generally holds four Basic Academy sessions each year, twenty-three weeks in length (sessions overlap), with approximately 150 students annually. The Sheriff's Training Specialist II position identified for reclassification (position #11088) assigned to Basic Academy, acts as the director of the program and provides supervision of the Basic Academy staff, both safety and general classifications. The other two Sheriff's Training Specialist II positions identified for reclassification are assigned to EVOC. One acts as the administrator of EVOC's training operation (position #13741). The other Sheriff's Training Specialist II (position #12019) acts as supervisor of six full-time Sheriff's Training Specialist I positions and twenty-six part-time, recurrent, Sheriff's Training Specialist I positions who conduct driver training classes. In addition, having two supervisors at EVOC will also ensure adequate supervision is maintained at the facility, since some of the courses are held on weekends. Creation of the Sheriff's Training Supervisor classification and reclassification of the three positions identified above will align the duties of these positions with an appropriate classification.

Fair Labor Standards Act (FLSA) Status of New Class: Exempt

**REVIEW BY OTHERS:** The proposed action has been reviewed by County Counsel (W. Andrew Hartzell, Deputy County Counsel) on April 30, 2003; Human Resources (Linda Matthews, Classification Manager) on May 1, 2003; and the County Administrative Office (Mario Lara, Administrative Analyst) on May 23, 2003.

**FINANCIAL IMPACT:** The additional cost of reclassifying these three positions for the remainder of the fiscal year is estimated at \$525. Of this cost, approximately \$350 will be reimbursed from the Sheriff's Contract Training Fund (SCB-SHR-SHR) that funds positions assigned to EVOC. The remaining \$175 will be absorbed within the Department's existing funding levels.

The full-year additional cost of reclassifying these three positions for FY03/04 is estimated at \$9,580. Of this cost, approximately \$6,230 will be reimbursed by the Sheriff's Contract Training Fund to fund the two EVOC positions. The Department will absorb the remaining \$3,350 and future ongoing costs as a result of approval of this request without an increase in local funding.

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item and concurs with the department's proposal and recommends this action because it will provide the necessary level of supervision at minimal county cost. The Sheriff's Contract Training Fund funds two of the positions; therefore the reclassification will have no impact to local cost. The remaining position is funded by local cost but will be funded within the department's existing local cost allocation.

**SUPERVISORIAL DISTRICT(S):** All

**PRESENTER:** Greg Kyritsis, Captain (387-3637)